Texas Department of Licensing and Regulation
May 16, 2012

This document provides a guide to utilizing the Texas Department of Licensing and Regulation (TDLR) Tow Truck Operator Certification login page.

Web page location: http://www.license.state.tx.us/TowTruckOC/TTOClogin.aspx

Overview

This login page is used to provide access to the TDLR page allowing adding, searching and modification of Tow Truck Operator Certification (TTOC) passing examination results.

Only Data Providers authorized by the TDLR may have access to these pages.

Each Data Provider organization will have its own unique Data Provider Number and Personal Identification Number (PIN).

Periods of unavailability

Use of the TTOC data entry page is subject to periods of unavailability. This unavailability comes about due to regular daily processing cycles, regular maintenance periods and unforeseen circumstances which require this or related systems are down for maintenance.

Generally, the web page will be available from 7:00a – 5:30p each day.

A message indicating if the system is currently unavailable – or when the next scheduled system unavailability is – appears in green on the login page under the page title, "Texas Tow Truck Operator Certification". If the system is unavailable when you access the login page, you will not see the Data Provider Number and PIN data entry fields.
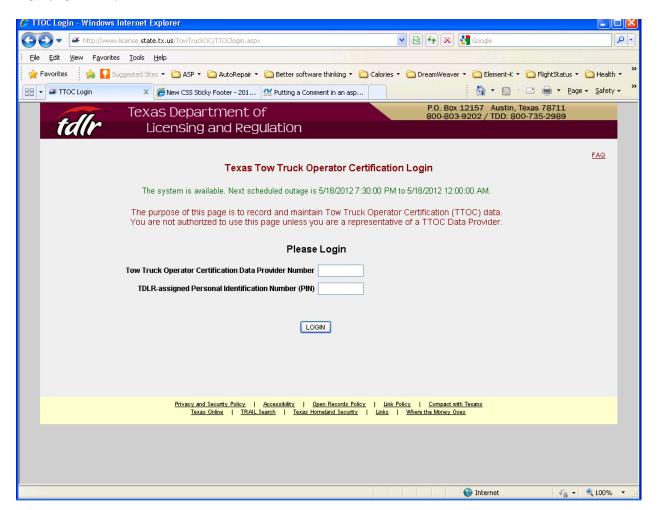
A login session started before an unavailability period but attempting data entry after an unavailability period starts will not be able to complete transactions.

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The login page

This page is used to verify authorization to access the Texas Tow Truck Operator Certification search/update page.

Login page example

Login page features and organization

FAQ link	In the upper right-hand corner of the page is a Frequently Asked Questions (FAQ) link. This link will provide answers to common questions and information about the TTOC web pages. This page should be consulted before engaging any TDLR personnel with questions via email or phone.
System availability message	This message appears in green under the web page title and indicates if the system is unavailable or when the next period of unavailability will occur. Fuller discussion of this topic can be found in the '**Periods of unavailability**' section of this document.

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Statement of page purpose	This paragraph indicates the purpose of the web page and notes that only authorized users should avail themselves of it.
Data Provider Number field	Authorized providers of certifying data should enter their TDLR-assigned value in the Tow Truck Operator Certification Data Provider Number field.
PIN field	Authorized providers of certifying data should enter their TDLR-assigned value in the Personal Identification Number (PIN) field.
Login button	Once the user has entered their Data Provider Number and PIN, the Login button is clicked to complete the process of accessing the data entry page. Invalid or no values entered will result in messages to the side of the field or above the Login button.

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